Comparability Criteria and Process

for

2002 CBEDS – Professional Assignment Information Form

California Department of Education
CDE-CSIS Data Integration Project

September 6, 2002

Version 1.2

Revision History

Name	Date	Reason For Changes	Version
Robert Nacario	2002.02.22	Initial draft for Fall 2002 Added Appendix F – Comparability Checklist	0.1
Cecelia Wilson	2002.06.20	Revised header and footers, updated mailing address and contact information	0.2
Rosie Farda	2002.07.12	Applied CSIS Recommended Changes. Changed headers and footers, updated table of contents.	1.0
Heather Rogers	2002.08.28	Minor Edits	1.1
Heather Rogers	2002.09.06	Minor Edits	1.2

TABLE OF CONTENTS

1. Introduction: Explanation of Parallel Processing and Comparability Testing

1.1 Purpose

This **Comparability Criteria and Process** document describes the general purpose and process of comparability and outlines the specific tests and procedures for demonstrating comparability of California Basic Educational Data System's (CBEDS) Professional Assignment Information Form (PAIF) data.

1.2 Document Format

This document includes a representation of the CBEDS PAIF form indicating areas where comparability tests will occur. Following the form is an annotated list of those tests, as well as the acceptable degree of variance for each test.

1.3 Intended Audience and Reading Suggestions

The primary audiences intended to read this document are:

1. CSIS-participating Local Education Agency (LEA) staff responsible for submitting the data that will be aggregated to meet state reporting requirements.
2. The California Department of Education (CDE) staff responsible for transitioning the CDE reporting system to the new State Reporting and Records Transfer System (SRRTS) and the CDE staff responsible for certifying that the data are comparable.
3. CSIS Program Office staff responsible for aggregating the CSIS data into files that are to be integrated by CDE with those of non-CSIS LEAs.

Readers may want to familiarize themselves with a number of previously published documents including the CSIS Program Charter, SRRTS Project Charter, SRRTS Use Cases, SRRTS System Architecture and SRRTS System Requirements Specification document. The reader may also wish to be familiar with the CSIS Data Dictionary, Code Tables and Transmission File Formats. All of the documents are on the CSIS web site, in the document library (http://www.csis.k12.ca.us/library/).

Other useful materials while reviewing this document include the *Administrative Manual for CBEDS Coordinators and School Principals, 2002 version,* which is available for viewing or downloading in .PDF format on the Internet at (http://www.cde.ca.gov/demographics/coord/curriculum/AdminMan02.pdf) and Comparability Criteria and Process for 2002 CBEDS Forms at (http://www.cde.ca.gov/demographics/csis/documents.htm).

For mapping of each test refer to the PAIF Aggregation rules also located at (http://www.cde.ca.gov/demographics/csis/documents.htm).

1.4   CDE-CSIS Comparability Process

1.4.1   Definition

Comparability is the process of checking and verifying that data submitted through CSIS is a reasonable match to the data submitted through the CDE data collection that CSIS is replacing. Comparability must be established by each LEA for each data collection that is transitioned to CSIS. Establishing comparability begins with the LEA making a parallel submission, representing a single time frame, of the relevant CDE data collection and CSIS. It is the intent that in most cases a single parallel submission will result in comparability. Once an LEA has established comparability with a data collection, the LEA submits that data only through CSIS.

1.4.2   Purpose

Comparability is the final "check" before an LEA discontinues a CDE data collection and moves to CSIS. The process serves several important purposes, including the following:

- For at least the next few years, data from both the traditional CDE data collection and CSIS will be merged to create a single set of statewide data. It is extremely important that the data can appropriately be merged and that CSIS-participating LEAs are neither disadvantaged nor advantaged by submitting their data only through CSIS. Comparability should ensure that it is appropriate to merge data from the two sources.

- In most cases the data submitted through CSIS will be collected in a different way than data submitted through the CDE data collection. A simple example is that enrollment from CSIS will be calculated electronically by adding student records based on each student's enrollment start and end dates, while most CDE enrollment collections rely on a "head count" conducted at a school or district. Because methods of collection may vary widely, establishing that they may be used to represent the same information is critical.

- Most CSIS data originates in student records. The data are submitted through a local "data gate" and CSIS usually aggregates the data prior to transmitting it to CDE. There are numerous opportunities for errors in transmission and aggregation and although testing procedures will identify and correct most of these errors, the comparability process provides a final check on the accuracy of the data.

- Once an LEA is submitting data via student, staff and institution records through CSIS, it will be extremely difficult and resource intensive to "track down" and correct data population errors. Comparability should help ensure that the LEA and CSIS procedures are complete and accurate enough that data population errors do not occur.

1.4.3   Comparability Tests

Determination of comparability is based on applying a series of tests. Each test matches specific data fields, aggregated data, or calculations of data from the CDE data collection and CSIS using a published tolerance in matching the data. In some cases there may be no tolerances allowable

in the data. The tests are developed by CDE, with review and input from CSIS and participating LEAs, and in the future should be published at least three months prior to the final date for parallel submission.

In most cases the tests will not be developed to match every data field of the CDE data collection with CSIS data, but will focus on data fields that are used frequently, have a special role in determining funding or policy, or are sensitive by nature. The amount of tolerance will also vary based on the use of the data.

Comparability tests may change from one CSIS data submission to another, based on experience using the tests, changes in the CDE data collection or the CSIS data dictionary, or general knowledge gained in the implementation of CSIS. The modified tests would be applied to future LEAs beginning comparability with a parallel submission. It is not the intent that an LEA that had successfully completed a parallel submission would have to repeat a parallel submission because of test changes.

1.4.4 Resolving Comparability Discrepancies

In general, discrepancies between CSIS and CDE data on an applied test may be resolved by being within tolerance range on that test. Discrepancies may also be resolved through a resubmission of CSIS data prior to published submission deadlines. For a specific data collection there may also be other methods of resolving discrepancies, as determined by CDE. The methods and institutions for resolving discrepancies from this data collection are in section 4 of this document.

1.4.5 The Comparability Agreement

The status of comparability is documented by a comparability agreement that is created for each LEA for each CDE data collection. The terms of comparability are included in each agreement and may be general in nature, specific to an LEA, and specific to CSIS. The agreement is signed by the LEA superintendent or designee, by CDE and either will be signed by CSIS or reference the role of CSIS. If an LEA does not adhere to the terms of the agreement, CDE may find it necessary to modify the terms of the agreement or even to revoke the agreement.

2. Test Items and Criteria Used in Determining Comparability for the Data Collection

PAIF Test Number	Test	Allowable Variances
PAIF -1	District number of certificated staff records must be comparable	1) variance of 5%; 2) variance of 2; 3) variance of 5 provided variance does not exceed 10%
PAIF -2	District number of teachers must be comparable	1) variance of 5%; 2) variance of 2; 3) variance of 5 provided variance does not exceed 10%
PAIF -3	District number of administrators must be comparable	1) variance of 5%; 2) variance of 2; 3) variance of 5 provided variance does not exceed 10%
PAIF -4	District number of pupil services staff must be comparable	1) variance of 5%; 2) variance of 2; 3) variance of 5 provided variance does not exceed 10%
PAIF -5a	District number of teachers with full credential must be comparable	1) variance of 3%; 2) variance of 1; 3) variance of 3 provided variance does not exceed 5%
PAIF -5b	District number of teachers with university internship must be comparable	1) variance of 3%; 2) variance of 1; 3) variance of 3 provided variance does not exceed 5%
PAIF -5c	District number of teachers with district internship must be comparable	1) variance of 3%; 2) variance of 1; 3) variance of 3 provided variance does not exceed 5%
PAIF -5d	Number of teachers with pre-intern credential must be comparable	1) variance of 3%; 2) variance of 1; 3) variance of 3 provided variance does not exceed 5%
PAIF -5e	Number of teachers with emergency permit must be comparable	1) variance of 3%; 2) variance of 1; 3) variance of 3 provided variance does not exceed 5%
PAIF -5f	Number of teachers with waiver of credential must be comparable	1) variance of 3%; 2) variance of 1; 3) variance of 3 provided variance does not exceed 5%
PAIF -6a	District enrollment in English classes must be comparable	variance of 15%
PAIF -6b	District enrollment in math classes must be comparable	variance of 15%
PAIF -6c	District enrollment in science classes must be comparable	variance of 15%
PAIF -6d	District enrollment in social science/humanities classes must be comparable	variance of 15%
PAIF -6e	District enrollment in foreign language classes must be comparable	variance of 15%
PAIF -6f	District enrollment in advanced placement classes must be comparable	variance of 15%

PAIF Test Number	Test	Allowable Variances
PAIF -6g	District enrollment in International Baccalaureate classes must be comparable	variance of 15%
PAIF -6h	District enrollment in fine arts classes must be comparable	variance of 15%
PAIF -6i	District enrollment in health/physical education classes must be comparable	variance of 15%
PAIF -6j	District enrollment in self-contained classes must be comparable	variance of 15%
PAIF -6k	District enrollment in other classes must be comparable	variance of 15%
PAIF -7a	District number of English classes must be comparable	1) variance of 10%; 2) variance of 2
PAIF -7b	District number of math classes must be comparable	1) variance of 10%; 2) variance of 2
PAIF -7c	District number of science classes must be comparable	1) variance of 10%; 2) variance of 2
PAIF -7d	District number of social science/humanities classes must be comparable	1) variance of 10%; 2) variance of 2
PAIF -7e	District number of foreign language classes must be comparable	1) variance of 10%; 2) variance of 2
PAIF -7f	District number of advanced placement classes must be comparable	1) variance of 10%; 2) variance of 2
PAIF -7g	District number of International Baccalaureate classes must be comparable	1) variance of 10%; 2) variance of 2
PAIF -7h	District number of fine arts classes must be comparable	1) variance of 10%; 2) variance of 2
PAIF -7i	District number of health/physical education classes must be comparable	1) variance of 10%; 2) variance of 2
PAIF -7j	District number of self-contained classes must be comparable	1) variance of 10%; 2) variance of 2
PAIF -7k	District number of other classes must be comparable	1) variance of 10%; 2) variance of 2

3. Mapping the Existing Form or Data Entry Method to Test Items

4. Data Submission and Comparability Process

4.1 Overview of Fall 2002 Data Submission and Comparability Process

The table below is an overview of the key activities for LEAs, CSIS and CDE staff participating in the Fall 2002 parallel submission process of CBEDS and CSIS data. A goal of this process is certification of the LEA to discontinue submission to CDE of CBEDS beginning in 2003 and to submit data only through CSIS. Following the table are the key dates by which the LEA must make submissions in order to remain eligible for comparability in 2002.

On the next page is a more detailed listing of these same key activities. The detailed listing should be helpful for those actually working on comparability.

Earliest and Latest Dates (as applicable)			Key Activities for Comparability
9/02/02	09/27/02	0	CSIS and CDE participate in joint testing activities.
10/02/02	10/29/02	1	LEA submits CBEDS data to CDE.
10/07/02	12/09/02	2	LEA submits CSIS data files to CSIS Office and CSIS works with LEA to review and clean-up data for transmission of first complete set of data to CDE.
	12/16/02	3	Last day for LEA to certify (Superintendent Role) complete set of data files to CDE. *(LEAs not meeting this deadline will be dropped from the Fall 2002 comparability process.)*
	12/17/02	4	Last day for CDE to receive from CSIS the first full set of complete data files from any LEA participating in the 2002 Fall Submission comparability.
11/15/02	2/21/03	5	CDE runs comparability reports and sends them to LEA and CSIS.
11/15/02	2/14/03	6	LEA, CDE and CSIS work to resolve comparability discrepancies (re-submitting modified data to CSIS for delivery to CDE as needed).
	2/14/03	7	Last day for LEA to certify (Superintendent Role) final CSIS data modifications to CSIS Office to resolve comparability discrepancies. *(LEAs not meeting this deadline will be dropped from the Fall 2002 comparability process.)*
	2/21/03	8	Last day for submission of final CBEDS modifications and accommodation proposals to resolve comparability discrepancies. *(LEAs not meeting this deadline will be dropped from the Fall 2002 comparability process.)*
11/22/02	3/28/03	9	CDE makes final comparability determinations and notifies LEA and CSIS.

4.2 Key Dates for LEAs:
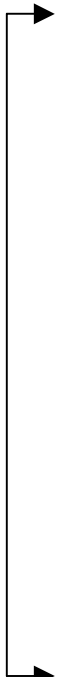
- **October 29, 2002** – Due date for LEA to submit CBEDS data to CDE.

- **December 16, 2002** – Deadline for LEA to certify (Superintendent Role) transmission of complete set of data files to CDE. *(LEAs not meeting this deadline will be dropped from the Fall 2002 comparability process.)*

- **February 14, 2003** – Deadline for LEA to certify (Superintendent Role) final CSIS data modifications to CSIS Office to resolve comparability discrepancies. *(LEAs not meeting this deadline will be dropped from the Fall 2002 comparability process.)*

- **February 21, 2003** – Deadline for LEA to submit all final CBEDS modifications and accommodation proposals to resolve comparability discrepancies. *(LEAs not meeting this deadline will be dropped from the Fall 2002 comparability process.)*

4.3 Detailed Steps for Fall 2002 Data Submission and Comparability Process

The table below is based on the key activities in the overview on the previous page. The key activities are repeated in bold, and followed by more detailed steps as appropriate. This more detailed listing is provided particularly for LEAs, to help them understand the process and know what to expect.

Earliest and Latest Dates (as applicable)		Key Activities and Detailed Steps for Comparability	
10/02/02	10/29/02	**1**	**LEA submits CBEDS data to CDE.**
10/07/02	12/09/02	**2**	**LEA submits CSIS data files to CSIS Office and CSIS works with LEA to review and clean-up data for transmission of first complete set of data to CDE.**
Iterative process - advantage to the LEA to start early		2a	CSIS conducts validation checks to ensure files are complete, all required fields are populated, all entries are valid, and conducts other checks similar to CBEDS edit checks.
		2b	CSIS generates CDIF, SIF, PAIF reports for LEA review.
		2c	CSIS works with LEA to resolve errors.
		2d	LEA resubmits data if necessary.
10/07/02	12/09/02	2e	LEA reviews the CDIF, SIF, PAIF reports, and if satisfied, the superintendent approves the transmission of the data to CDE.
	12/16/02	**3**	**Last day for LEA to certify (Superintendent Role) complete set of data files to CDE.** *(LEAs not meeting this deadline will be dropped from the Fall 2002 comparability process.)*
	12/17/02	**4**	Last day for CDE to receive from CSIS the first full set of complete data files from any LEA participating in the 2002 Fall Submission comparability.
11/15/02	2/14/03	**5**	**LEA, CDE, and CSIS work to resolve comparability discrepancies** (re-submitting modified data to CSIS for delivery to CDE and repeating steps 2a through 2e as needed).

Earliest and Latest Dates (as applicable)			Key Activities and Detailed Steps for Comparability

Iterative process – advantage to LEA to start early		5a	LEA reviews the package, focusing on comparability tests that have not been passed.
			• If LEA believes CSIS data processed incorrectly, LEA contacts CSIS.
			• If LEA believes CBEDS data processed incorrectly, LEA contacts CDE.
			• If LEA believes the comparability discrepancies are result of own inaccurate reporting of CSIS or CBEDS, the LEA may use any combination of the following resolution actions *(described in Section 5)*:
			   ○ Resubmit CSIS data to CSIS.
			   ○ Submit modifications to CBEDS data to CDE.
			   ○ Submit a draft accommodation proposal to CDE.

		5b	LEA decides how to resolve discrepancies and makes appropriate submissions.
		5c	CSIS processes any resubmitted data and transmits it to CDE.
		5d	CDE reviews resubmitted data, CBEDS modifications and draft accommodation proposals throughout this submission window, emailing responses to CSIS and the LEA. *(The earlier an LEA submits data and resolutions, the more opportunity for CDE and CSIS feedback and assistance.)*
	2/07/03	5e	Last day to submit draft accommodation proposal and effect CDE feedback before final proposal is due.
	2/14/03	**6**	**Last day for LEA to certify (Superintendent Role) final CSIS data modifications to CSIS Office to resolve comparability discrepancies.** *(LEAs not meeting this deadline will be dropped from the Fall 2002 comparability process.)*
	2/21/03	**7**	**Last day for submission of final CBEDS modifications and accommodation proposals to resolve comparability discrepancies.** *(LEAs not meeting this deadline will be dropped from the Fall 2002 comparability process.)*
11/15/02 - 2/21/03		**8**	**CDE runs comparability reports and sends them to LEA and CSIS.**
		8a	CDE receives the data and runs it through an automated system to create the comparability reports, one for each of the three CBEDS data collections. *(Each report will provide the data for every comparability test, identify the tests that are not passed, and provide school-level data for any test not passed.) [See step 6 below for last date to submit CSIS data modifications that will be subsequently reported by CDE.]*
		8b	CDE staff review the reports, create a cover summary report to note any special circumstances or information about the submission, and email the report and cover to both CSIS and the LEA. *(See Appendix B, 6.2.3)*
11/22/02	3/28/03	**9**	**CDE makes final comparability determinations and notifies LEA and CSIS.**

Earliest and Latest Dates (as applicable)		Key Activities and Detailed Steps for Comparability	
	9a	CDE conducts final review of data and materials resolving discrepancies. *(As soon as any draft accommodation proposal is ready for approval, CDE will notify the LEA and request a final proposal with the LEA superintendent's signature. CDE will work with CSIS and the LEA through any minor omissions or problems with accommodation proposals during this time frame. If there are significant problems it will not be possible to certify comparability and the LEA will need to participate in parallel submission in the Fall of 2003.)*	
	9b	CDE emails LEA and CSIS a final report, with notification that comparability is complete and the LEA will be certified, assuming signature of the comparability agreement.	
	9c	CDE sends final letter to LEA and comparability agreement to be signed by superintendent.	
	9d	LEA superintendent signs comparability agreement and returns it to CDE.	

4.4 Identifying Schools for Fall 2002 CSIS Submission

The Fall 2002 CSIS data submission is used to provide California Basic Educational Data System (CBEDS) data to the California Department of Education (CDE). This includes both production data from those local education agencies (LEAs) that have been certified for submission only through CSIS and comparability data from those LEAs that are participating in parallel submission in order to be certified for 2003.

4.4.1   Which Schools Submit Data

It is very important that the data represent all schools from which CBEDS data is expected, regardless of whether the LEA is certified or is participating in comparability. In general, CBEDS data must be submitted for every public school serving any of grades kindergarten through twelve, and that is open on October 2, 2002 (CBEDS Information Day). In addition to conventional elementary, middle and high schools, this includes continuation and alternative schools, charter schools[1], community day and county community schools, opportunity schools, public special education schools, youth authority and juvenile court schools, and state special schools. Schools that were opened prior year, but are currently closed must report graduates and dropouts.

4.4.2   New Schools

Over 200 new public schools open every year. Submission of data for a school requires use of a valid 14-digit county-district-school (CDS) code. CDS codes are assigned by CDE and it is very important that an LEA request a code as soon as they know that a new school will open. The most efficient way to do this is through the CDS web site at http://www.cde.ca.gov/cdscodes/. This web site also has an interactive query function for locating existing codes or schools.

4.4.3   Creating a List of Schools

We recommend that a CSIS Consortia or LEA create a list of schools expected to submit data before the submission process begins. CDE's Educational Demographics Office posts an updated public schools file on the Internet at the beginning of each month and this file includes two CSIS data fields (CSIS_CON which contains the name of the consortia and CSISAGNT which contains the CDS code of the fiscal agent) that can be used to identify schools expected to submit data. The location of this file is http://www.cde.ca.gov/demographics/files/schoolname.htm. Any school that is in the LEA and has data in either of these CSIS data fields should submit data.

If an LEA has not requested a CDS code for a new school or has not contacted the CDS office about the change of status of a school (such as closure), the Internet file referenced above will not be accurate. In this case the LEA should contact the CDS office right away to arrange for

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[1] See sections on charter schools for some exceptions.

updates to the file. In addition to the web site listed above, the phone number for the CDS office is (916) 327-4014.

4.4.4 Charter Schools

Participating charter schools submit data through the LEA that granted the charter. This is important because any future aggregation of data by CDE or other clients using the data files will include charter school data in the LEA totals[2]. A district's total enrollment, graduate and dropout data, teacher counts and credentialing data, course enrollment data, and any other submitted data will include data from any charter school that carries that district's code[3]. By submitting this data through the district, the district has an opportunity to review the data and prevent any misrepresentation, particularly in terms of enrollment, which is used in at least a dozen funding formulas.

4.4.5 Non-Participating Charter Schools

In recognition of the unique nature of charter schools, CSIS and CDE have provided an option for a charter school in a CSIS LEA to forego participation in CSIS, based on a joint decision between the LEA and the charter school. This option is not available for any other type of school. An LEA with one or more non-participating charter schools must make specific agreements with CSIS and CDE about the identification of these schools prior to data submission. For any non-participating charter school, the LEA must continue to submit that school's data through CBEDS, even if the LEA is certified for CSIS submission only. CDE will maintain contact with that LEA for the CBEDS data cycle, in order to receive data for the non-participating charter school.

If a CSIS LEA has a new charter school that does not wish to participate in CSIS, or a continuing charter schools that wishes to discontinue CSIS participation, the LEA should notify CDE in a letter or memorandum to CDE with a copy to CSIS. The letter should identify the charter school(s) by name and CDS code and should state that the school's data will be reported through CBEDS. The letter should be addressed to:

> Karl Scheff, Administrator
> Educational Demographics Office
> California Department of Education
> 1430 N St. 3rd floor
> Sacramento, CA   95814

A copy should also be sent to the CSIS Office:

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[2] Unless the client specifically excludes data for charter schools
[3] When a charter school applies for a CDS code, the district portion of the assigned code will be the district that granted the charter.

California School Information Services
770 L Street, Suite 1180
Sacramento, CA   95814

If a CSIS LEA has a non-participating charter school and there is a decision to report that school's data through CSIS, the LEA should also send a letter or memorandum, to that effect, to the above address and with a copy to CSIS. If there are no other non-participating charter schools in that LEA, CDE will discontinue CBEDS communication with that LEA.

5. Methods for Resolving Comparability Discrepancies

When the comparison of the CSIS and CBEDS data creates a discrepancy that is outside the accepted tolerance range, there are three methods to resolve or successfully address the discrepancy. The following three methods may be used in any combination:

- Correct and resubmit CSIS data to the CSIS Office;
- Submit CBEDS modifications to CDE; or
- Submit an Accommodation Proposal to CDE.

5.1 To Resubmit CSIS Data

Please work directly with the CSIS Office for instructions and support in submitting and resubmitting data.

5.2 To Submit a CBEDS Modification

1. Using the software, print a copy of the report that was initially submitted to the CDE.
2. Circle the incorrect data.
3. Write the correct data next to the circled data.
4. Include a cover memo on district stationery that requests the attached correction(s) and is signed by the district superintendent or CBEDS Coordinator. Please include a phone number and other contact information.
5. Mail the cover memo and revised report to:

> Educational Demographics Office
> Attn: Data Correction
> California Department of Education
> P.O. Box 944272
> Sacramento, CA 94244-2720.

If modifications are received before the annual CBEDS file is certified and posted on the Internet, the changes will be made to this file. If the modifications are received after certification, they will be used for comparability and referenced on the Internet, but changes will not be made to the certified file.

5.3 To Submit an Accommodation Proposal

An Accommodation Proposal is prepared by the LEA, is in the form of a letter on district letterhead, and the final version is to be signed by the LEA superintendent. Since an Accommodation Proposal is only necessary if there are discrepancies between CSIS and CBEDS data, the proposal should include enough information to give reasonable assurance that when future data are submitted through CSIS, the data will be complete, accurate, and appropriate to

use for the wide range of state reporting. While it is understood that the content of proposals will vary from one LEA to another, based on the nature and cause of the discrepancies, some general guidelines follow:

- The proposal should briefly describe the discrepancy and why it has occurred, and the explanation should make sense in terms of the actual data from both CSIS and CBEDS.

- For each discrepancy the proposal should clearly state whether the CSIS data are accurate or the CBEDS data are accurate.

- If the LEA does not believe that the current CSIS data are accurate, the proposal should explain what actions the LEA will take to ensure that the future CSIS data will be accurate. If at all possible, some type of evidence of the change should be included (such as samples of former and revised mapping schemes to resolve mapping errors, or internal directives to correct data population practices).

- Organize the proposal according to the comparability test(s) where the discrepancy exists. A simple format of the test label (such as PAIF-1 or PAIF-5a) followed by the narrative explanation and resolution actions will facilitate review. If the same explanation and resolution is applicable to multiple tests, these tests may be grouped together in the label.

5.4 Submission of a Draft Proposal

Since the final Accommodation Proposal must be submitted under the signature of the LEA superintendent, we strongly advise that the LEA submit a draft proposal for review at least two weeks prior to the final submission date. The draft should be sent to CDE with a copy to CSIS. The draft may be submitted by the person in the LEA who is working with CSIS data and it may be sent by mail, email or fax, using the contact information below.

We also advise that a single accommodation proposal be drafted for the LEA, rather than separate proposals for individual tests. This is for the sake of efficiency for all of us involved.

As soon as CDE receives a draft proposal we will review it and respond. Our plan is to use email to respond, because it will make our turnaround faster, and because it is easier to keep multiple parties informed on the status of issues. Each response email will go to whoever submitted the draft proposal with copies to the consortia fiscal agent and CSIS.

Submit draft Accommodation Proposals to:

> Data Management Office
> Attn: Accommodation Proposal
> California Department of Education
> 1430 N Street, Suite 3700, 3rd floor
> Sacramento, CA   95814
>
> -or-
>
> email: dmo@cde.ca.gov
>
> -or-
>
> fax: Attn: Data Management Office
>
> (916) 327-0195

5.5 Sample Accommodation Proposal

> This **sample** of a draft accommodation proposal is provided as reference for LEAs that decide to resolve comparability discrepancies through an accommodation proposal.

Sand Dunes Unified School District
Draft Accommodation Proposal for Fall 2002 Comparability

CDIF Discrepancies

CDIF 3a, 3b, 3c
The CBEDS data are accurate. The Adult Education staff were coded incorrectly in CSIS. The corrections have been made. Future submissions will reflect the accurate codes and therefore counts will be accurate as well.

CDIF 7
The CSIS data are accurate. The CBEDS data reflects the number of interdistrict permits approved by the district. The CSIS data reflects the number of interdistrict students actually enrolled in the schools.

SIF Discrepancies

SIF 2, 4b, 4e, 4g, 4h
The CSIS data are accurate. This was caused by a clerical error at Sand Dunes Elementary School. During the manual data collection process the enrollment clerk entered five students as multiple ethnicity as well as the students' enrolled ethnicities. This resulted in inflated CBEDS enrollment data and counts for the numbers of Asian, Hispanic, and White students. This also caused double counting for those students reported with multiple ethnicities.

SIF 10b
The CSIS data are accurate. One of our advanced placement calculus courses was coded as 2415 in CBEDS for all high schools in the district. It was correctly coded for the CSIS submission.

SIF 13d
The CSIS data are accurate. Surf's Up Continuation School students were not recorded correctly in the alternative education section of CBEDS. They were correctly coded for CSIS.

SIF 15a, 15b, 15c, 15d
The CBEDS data are accurate. The computer inventory for CBEDS was provided by the school site technology coordinator while district staff provided counts based on initial computer purchases by the district for CSIS submission. The district and site inventory databases now match. Site computer purchases are now being routed through the district technology department

in order to maintain consistent inventories between the district office technology department and school sites. This will eliminate future discrepancies.

PAIF Discrepancies

PAIF 3
The CBEDS data are accurate. Curriculum leaders were coded 0303 at the district level for CSIS. Since they are teaching staff they should have been coded with Department Chair codes for their appropriate subject area leadership. They were correctly coded for CBEDS. District HR staff will not report these as district level positions in the future.

PAIF 5a
The CSIS data are accurate. One teacher at Seahorse Elementary and another at Sand Dollar High were counted as fully credentialed in our original CBEDS submission. They were correctly coded with emergency credentials for the CSIS data submission.

PAIF 6a
The CSIS data are accurate. In our original CBEDS submission, we coded the reading support teachers (partially funded by Miller Unruh) to assignment code 2120, reporting enrollment at each elementary site because the teachers serve the whole site and enrollment was required for assignment code 2120. They should have been coded 2180 with no students assigned as they were reported in CSIS.

PAIF 6j
The CSIS data are accurate. The RSP teachers reported enrollment according to their caseloads. The regular classroom teachers for these students did not count them in their regular classrooms for CBEDS as their schedules reflect.

6. Appendices

6.1 Appendix A – PAIF Comparability Test Mapping Guide

Appendix A maps individual test numbers to the file record layout and the corresponding CBEDS form. **The CDE Technology Services Division (TSD) is the intended audience for this appendix.**

6.1.1 PAIF Main Report

PAIF Test Number	Short Name	Calculation	CBEDS PAIF Form Reference	Notes
PAIF -1	# of certificated staff	COUNT of Item 11 ("m" and "f") for all PAIF T records in the LEA with an "administrator", "teacher", or "pupil services" assignment code entered in one or more of the following Item fields: 38, 47, 56, 65, 74, 83, 92, 101.	Number of PAIF records submitted	Refer to Appendix E in the PAIF Comparability Criteria and Process document for Teacher, Administrator, and Pupil Services assignment codes.
PAIF -2	# of teachers	COUNT of Item 11 ("m" and "f") for all PAIF T records for the LEA with a "teacher" assignment code entered in one or more of the following Item fields: 38, 47, 56, 65, 74, 83, 92, 101.	*No reference for this test.*	Refer to Appendix E in the PAIF Comparability Criteria and Process document for Teacher assignment codes.
PAIF -3	# of administrators	COUNT of Item 11 ("m" and "f") for all PAIF T records for the LEA with an "administrator" assignment code entered in one or more of the following Item fields: 38, 47, 56, 65, 74, 83, 92, 101.	*No reference for this test.*	Refer to Appendix E in the PAIF Comparability Criteria and Process document for Administrator assignment codes.

PAIF Test Number	Short Name	Calculation	CBEDS PAIF Form Reference	Notes
PAIF -4	# of pupil services staff	COUNT of Item 11 ("m" and "f") for all PAIF T records for the LEA with a "pupil services" assignment code entered in one or more of the following Item fields: 38, 47, 56, 65, 74, 83, 92, 101.	*No reference for this test.*	Refer to Appendix E in the PAIF Comparability Criteria and Process document for Pupil Services assignment codes.
PAIF -5a	# of teachers with full credential	COUNT of "Y" in Item 109 for all PAIF T records for the LEA with a "teacher" assignment code entered in one or more of the following Item fields: 38, 47, 56, 65, 74, 83, 92, 101.	PAIF software tab titled "Teaching Credential"	Refer to Appendix E in the PAIF Comparability Criteria and Process document for Teacher assignment codes.
PAIF -5b	# of teachers with univ. internship	COUNT of "Y" in Item 110 for all PAIF T records for the LEA with a "teacher" assignment code entered in one or more of the following Item fields: 38, 47, 56, 65, 74, 83, 92, 101.	PAIF software tab titled "Teaching Credential"	Refer to Appendix E in the PAIF Comparability Criteria and Process document for Teacher assignment codes.
PAIF -5c	# of teachers with district internship	COUNT of "Y" in Item 111 for all PAIF T records for the LEA with a "teacher" assignment code entered in one or more of the following Item fields: 38, 47, 56, 65, 74, 83, 92, 101.	PAIF software tab titled "Teaching Credential"	Refer to Appendix E in the PAIF Comparability Criteria and Process document for Teacher assignment codes.
PAIF -5d	# of teachers with pre-intern credential	COUNT of "Y" in Item 112 for all PAIF T records for the LEA with a "teacher" assignment code entered in one or more of the following Item fields: 38, 47, 56, 65, 74, 83, 92, 101.	PAIF software tab titled "Teaching Credential"	Refer to Appendix E in the PAIF Comparability Criteria and Process document for Teacher assignment codes.
PAIF -5e	# of teachers with emergency permits	COUNT of "Y" in Item 113 for all PAIF T records for the LEA with a "teacher" assignment code entered in one or more of the following Item	PAIF software tab titled "Teaching Credential"	Refer to Appendix E in the PAIF Comparability Criteria and Process document for Teacher assignment codes.

PAIF Test Number	Short Name	Calculation	CBEDS PAIF Form Reference	Notes
		fields: 38, 47, 56, 65, 74, 83, 92, 101.		
PAIF -5f	# of teachers on waiver	COUNT of "Y" in Item 114 for all PAIF T records for the LEA with a "teacher" assignment code entered in one or more of the following Item fields: 38, 47, 56, 65, 74, 83, 92, 101.	PAIF software tab titled "Teaching Credential"	Refer to Appendix E in the PAIF Comparability Criteria and Process document for Teacher assignment codes.
PAIF -6a	Enrollment in English	**CSIS File Calculation**: SUM (Items 5, 6) for all PAIF C records in the LEA with an "English class" assignment code in Item 2. **CDE File Calculation**: SUM (Items 40, 41, 49, 50, 58, 59, 67, 68, 76, 77, 85, 86, 94, 95, 103, 104) for all PAIF records in the LEA with an "English class" assignment code in the corresponding fields (Items 38, 47, 56, 65, 74, 83, 92, 101).	*No reference for this test.*	Refer to Appendix D in the PAIF Comparability Criteria and Process document for course assignment codes.
PAIF -6b	Enrollment in math	**CSIS File Calculation**: SUM (Items 5, 6) for all PAIF C records in the LEA with a "math class" assignment code in Item 2. **CDE File Calculation**: SUM (Items 40, 41, 49, 50, 58, 59, 67, 68, 76, 77, 85, 86, 94, 95, 103, 104) for all PAIF records in the LEA with a "math class" assignment code in the corresponding fields (Items 38, 47, 56, 65, 74, 83, 92, 101).	*No reference for this test.*	Refer to Appendix D in the PAIF Comparability Criteria and Process document for course assignment codes.

PAIF Test Number	Short Name	Calculation	CBEDS PAIF Form Reference	Notes
PAIF -6c	Enrollment in science	**CSIS File Calculation**: SUM (Items 5, 6) for all PAIF C records in the LEA with a "science class" assignment code in Item 2. **CDE File Calculation**: SUM (Items 40, 41, 49, 50, 58, 59, 67, 68, 76, 77, 85, 86, 94, 95, 103, 104) for all PAIF records in the LEA with a "science class" assignment code in the corresponding fields (Items 38, 47, 56, 65, 74, 83, 92, 101).	*No reference for this test.*	Refer to Appendix D in the PAIF Comparability Criteria and Process document for course assignment codes.
PAIF -6d	Enrollment in social science	**CSIS File Calculation**: SUM (Items 5, 6) for all PAIF C records in the LEA with a "social science/humanities class" assignment code in Item 2. **CDE File Calculation**: SUM (Items 40, 41, 49, 50, 58, 59, 67, 68, 76, 77, 85, 86, 94, 95, 103, 104) for all PAIF records in the LEA with a "social science class" assignment code in the corresponding fields (Items 38, 47, 56, 65, 74, 83, 92, 101).	*No reference for this test.*	Refer to Appendix D in the PAIF Comparability Criteria and Process document for course assignment codes.
PAIF -6e	Enrollment in foreign languages	**CSIS File Calculation**: SUM (Items 5, 6) for all PAIF C records in the LEA with a "foreign language class" assignment code in Item 2. **CDE File Calculation**: SUM (Items 40, 41, 49, 50, 58, 59, 67, 68, 76, 77, 85, 86, 94, 95, 103, 104) for all PAIF records in the LEA with a "foreign	*No reference for this test.*	Refer to Appendix D in the PAIF Comparability Criteria and Process document for course assignment codes.

PAIF Test Number	Short Name	Calculation	CBEDS PAIF Form Reference	Notes
		languages class" assignment code in the corresponding fields (Items 38, 47, 56, 65, 74, 83, 92, 101).		
PAIF -6f	Enrollment in Advanced Placement	**CSIS File Calculation**: SUM (Items 5, 6) for all PAIF C records in the LEA with an "advanced placement (AP) class" assignment code in Item 2. **CDE File Calculation**: SUM (Items 40, 41, 49, 50, 58, 59, 67, 68, 76, 77, 85, 86, 94, 95, 103, 104) for all PAIF records in the LEA with an "advanced placement class" assignment code in the corresponding fields (Items 38, 47, 56, 65, 74, 83, 92, 101).	*No reference for this test.*	Refer to Appendix D in the PAIF Comparability Criteria and Process document for course assignment codes.
PAIF -6g	Enrollment in International Baccalaureate	**CSIS File Calculation**: SUM (Items 5, 6) for all PAIF C records in the LEA with an "international baccalaureate (IB) class" assignment code in Item 2. **CDE File Calculation**: SUM (Items 40, 41, 49, 50, 58, 59, 67, 68, 76, 77, 85, 86, 94, 95, 103, 104) for all PAIF records in the LEA with a "international baccalaureate class" assignment code in the corresponding fields (Items 38, 47, 56, 65, 74, 83, 92, 101).	*No reference for this test.*	Refer to Appendix D in the PAIF Comparability Criteria and Process document for course assignment codes.
PAIF -6h	Enrollment in fine arts	**CSIS File Calculation**: SUM (Items 5, 6) for all PAIF C records in the LEA with a "fine arts class" assignment code in Item 2	*No reference for this test.*	Refer to Appendix D in the PAIF Comparability Criteria and Process document for course assignment codes

PAIF Test Number	Short Name	Calculation	CBEDS PAIF Form Reference	Notes
		code in Item 2. **CDE File Calculation**: SUM (Items 40, 41, 49, 50, 58, 59, 67, 68, 76, 77, 85, 86, 94, 95, 103, 104) for all PAIF records in the LEA with a "fine arts class" assignment code in the corresponding fields (Items 38, 47, 56, 65, 74, 83, 92, 101).		course assignment codes.
PAIF -6i	Enrollment in health/PE	**CSIS File Calculation**: SUM (Items 5, 6) for all PAIF C records in the LEA with a "health/physical education (PE) class" assignment code in Item 2. **CDE File Calculation**: SUM (Items 40, 41, 49, 50, 58, 59, 67, 68, 76, 77, 85, 86, 94, 95, 103, 104) for all PAIF records in the LEA with a "health/PE class" assignment code in the corresponding fields (Items 38, 47, 56, 65, 74, 83, 92, 101).	*No reference for this test.*	Refer to Appendix D in the PAIF Comparability Criteria and Process document for course assignment codes.
PAIF -6j	Enrollment in self-contained classes	**CSIS File Calculation**: SUM (Items 5, 6) for all PAIF C records in the LEA with a "self-contained class" assignment code in Item 2. **CDE File Calculation**: SUM (Items 40, 41, 49, 50, 58, 59, 67, 68, 76, 77, 85, 86, 94, 95, 103, 104) for all PAIF records in the LEA with a "self contained class" assignment code in the corresponding fields (Items 38, 47, 56, 65, 74, 83, 92, 101).	*No reference for this test.*	Refer to Appendix D in the PAIF Comparability Criteria and Process document for course assignment codes.

PAIF Test Number	Short Name	Calculation	CBEDS PAIF Form Reference	Notes
PAIF -6k	Enrollment in other classes	**CSIS File Calculation**: SUM (Items 5, 6) for all PAIF C records in the LEA with an "other class" assignment code in Item 2. **CDE File Calculation**: SUM (Items 40, 41, 49, 50, 58, 59, 67, 68, 76, 77, 85, 86, 94, 95, 103, 104) for all PAIF records in the LEA with an "other class" assignment code in the corresponding fields (Items 38, 47, 56, 65, 74, 83, 92, 101).	*No reference for this test.*	Refer to Appendix D in the PAIF Comparability Criteria and Process document for course assignment codes.
PAIF -7a	# of English classes	**CSIS File Calculation**: COUNT of Item 2 for all PAIF C records for the LEA with an "English class" assignment code in Item 2. **CDE File Calculation**: COUNT of (Items 38, 47, 56, 65, 74, 83, 92, 101) for all PAIF records in the LEA with an "English class" assignment code.	*No reference for this test.*	Refer to Appendix D in the PAIF Comparability Criteria and Process document for course assignment codes.
PAIF -7b	# of math classes	**CSIS File Calculation**: COUNT of Item 2 for all PAIF C records for the LEA with a "math class" assignment code in Item 2. **CDE File Calculation**: COUNT of (Items 38, 47, 56, 65, 74, 83, 92, 101) for all PAIF records in the LEA with a "math class" assignment code.	*No reference for this test.*	Refer to Appendix D in the PAIF Comparability Criteria and Process document for course assignment codes.

PAIF Test Number	Short Name	Calculation	CBEDS PAIF Form Reference	Notes
PAIF -7c	# of science classes	**CSIS File Calculation**: COUNT of Item 2 for all PAIF C records for the LEA with a "science class" assignment code in Item 2. **CDE File Calculation**: COUNT of (Items 38, 47, 56, 65, 74, 83, 92, 101) for all PAIF records in the LEA with a "science class" assignment code.	*No reference for this test.*	Refer to Appendix D in the PAIF Comparability Criteria and Process document for course assignment codes.
PAIF -7d	# of social science classes	**CSIS File Calculation**: COUNT of Item 2 for all PAIF C records for the LEA with a "social science/humanities class" assignment code in Item 2. **CDE File Calculation**: COUNT of (Items 38, 47, 56, 65, 74, 83, 92, 101) for all PAIF records in the LEA with a "social science class" assignment code.	*No reference for this test.*	Refer to Appendix D in the PAIF Comparability Criteria and Process document for course assignment codes.
PAIF -7e	# of foreign languages classes	**CSIS File Calculation**: COUNT of Item 2 for all PAIF C records for the LEA with a "foreign language class" assignment code in Item 2. **CDE File Calculation**: COUNT of (Items 38, 47, 56, 65, 74, 83, 92, 101) for all PAIF records in the LEA with a "foreign language class" assignment code.	*No reference for this test.*	Refer to Appendix D in the PAIF Comparability Criteria and Process document for course assignment codes.
PAIF -7f	# of Advanced Placement classes	**CSIS File Calculation**: COUNT of Item 2 for all PAIF C records for the LEA with an "advanced placement (AP) class" assignment code in Item 2. **CDE File Calculation**: COUNT of	*No reference for this test.*	Refer to Appendix D in the PAIF Comparability Criteria and Process document for course assignment codes.

PAIF Test Number	Short Name	Calculation	CBEDS PAIF Form Reference	Notes
		(Items 38, 47, 56, 65, 74, 83, 92, 101) for all PAIF records in the LEA with an "advanced placement class" assignment code.		
PAIF -7g	# of International Baccalaureate classes	**CSIS File Calculation**: COUNT of Item 2 for all PAIF C records for the LEA with an "international baccalaureate (IB) class" assignment code in Item 2. **CDE File Calculation**: COUNT of (Items 38, 47, 56, 65, 74, 83, 92, 101) for all PAIF records in the LEA with an "international baccalaureate class" assignment code.	*No reference for this test.*	Refer to Appendix D in the PAIF Comparability Criteria and Process document for course assignment codes.
PAIF -7h	# of fine arts classes	**CSIS File Calculation**: COUNT of Item 2 for all PAIF C records for the LEA with a "fine arts class" assignment code in Item 2. **CDE File Calculation**: COUNT of (Items 38, 47, 56, 65, 74, 83, 92, 101) for all PAIF records in the LEA with a "fine arts class" assignment code.	*No reference for this test.*	Refer to Appendix D in the PAIF Comparability Criteria and Process document for course assignment codes.
PAIF -7i	# of health/PE classes	**CSIS File Calculation**: COUNT of Item 2 for all PAIF C records for the LEA with a "health/physical education (PE) class" assignment code in Item 2. **CDE File Calculation**: COUNT of (Items 38, 47, 56, 65, 74, 83, 92, 101) for all PAIF records in the LEA with a "health/PE class" assignment code.	*No reference for this test.*	Refer to Appendix D in the PAIF Comparability Criteria and Process document for course assignment codes.

PAIF Test Number	Short Name	Calculation	CBEDS PAIF Form Reference	Notes
PAIF -7j	# of self-contained classes	**CSIS File Calculation**: COUNT of Item 2 for all PAIF C records for the LEA with a "self-contained class" assignment code in Item 2. **CDE File Calculation**: COUNT of (Items 38, 47, 56, 65, 74, 83, 92, 101) for all PAIF records in the LEA with a "self contained class" assignment code.	*No reference for this test.*	Refer to Appendix D in the PAIF Comparability Criteria and Process document for course assignment codes.
PAIF -7k	# of other classes	**CSIS File Calculation**: COUNT of Item 2 for all PAIF C records for the LEA with an "other class" assignment code in Item 2. **CDE File Calculation**: COUNT of (Items 38, 47, 56, 65, 74, 83, 92, 101) for all PAIF records in the LEA with an "other class" assignment code.	*No reference for this test.*	Refer to Appendix D in the PAIF Comparability Criteria and Process document for course assignment codes.

Informational Items

Data on the following informational items are presented in the PAIF Main Report. These informational items are **not** used for determining comparability and, therefore, do not display tolerance criteria. They report only the CBEDS and CSIS data for each particular informational item. The informational items are included to facilitate comparability.

PAIF Ref. Number	Short Name	Calculation	CBEDS PAIF Form Reference	Notes
Info – 1a	# of male staff	COUNT of "M" entries in Item 11 for all PAIF T records in the LEA with an "administrator," "teacher," or "pupil services" assignment code entered in one or more of the following Item fields: 38, 47, 56, 65, 74, 83, 92, 101.	*No reference for this item.*	Refer to Appendix E in the PAIF Comparability Criteria and Process document for Teacher, Administrator, and Pupil Services assignment codes.
Info – 1b	# of female staff	COUNT of "F" entries in Item 11 for all PAIF T records in the LEA with an "administrator," "teacher," or "pupil services" assignment code entered in one or more of the following Item fields: 38, 47, 56, 65, 74, 83, 92, 101.	*No reference for this item.*	Refer to Appendix E in the PAIF Comparability Criteria and Process document for Teacher, Administrator, and Pupil Services assignment codes.
Info – 2a	# of American Indian or Alaska Native staff	COUNT of "Y" entries in Item 16 for all PAIF T records in the LEA that **do not** have a "Y" entry in Items 17-32 **and** do have an "administrator," "teacher," or "pupil services" assignment code entered in one or more of the following Item fields: 38, 47, 56, 65, 74, 83, 92, 101.	*No reference for this item.*	Refer to Appendix E in the PAIF Comparability Criteria and Process document for Teacher, Administrator, and Pupil Services assignment codes.

PAIF Ref. Number	Short Name	Calculation	CBEDS PAIF Form Reference	Notes
Info – 2b	# of Asian staff	COUNT of PAIF T records with **at least one** "Y" entry in Items 17-24 for all PAIF T records in the LEA that **do not** have a "Y" entry in Items 16, 25-32 **and do** have an "administrator," "teacher," or "pupil services" assignment code entered in one or more of the following Item fields: 38, 47, 56, 65, 74, 83, 92, 101.	*No reference for this item.*	Refer to Appendix E in the PAIF Comparability Criteria and Process document for Teacher, Administrator, and Pupil Services assignment codes.
Info – 2c	# of Pacific Islander staff	COUNT of PAIF T records with **at least one** "Y" entry in Items 25-28 for all PAIF T records in the LEA that **do not** have a "Y" entry in Items 16-24, 29-32 **and do** have an "administrator," "teacher," or "pupil services" assignment code entered in one or more of the following Item fields: 38, 47, 56, 65, 74, 83, 92, 101.	*No reference for this item.*	Refer to Appendix E in the PAIF Comparability Criteria and Process document for Teacher, Administrator, and Pupil Services assignment codes.
Info – 2d	# of Filipino staff	COUNT of "Y" entries in Item 29 for all PAIF T records in the LEA that **do not** have a "Y" entry in Items 16-28, 30-32 **and do** have an "administrator," "teacher," or "pupil services" assignment code entered in one or more of the following Item fields: 38, 47, 56, 65, 74, 83, 92, 101.	*No reference for this item.*	Refer to Appendix E in the PAIF Comparability Criteria and Process document for Teacher, Administrator, and Pupil Services assignment codes.

PAIF Ref. Number	Short Name	Calculation	CBEDS PAIF Form Reference	Notes
Info – 2e	# of Hispanic or Latino staff	COUNT of "Y" entries in Item 30 for all PAIF T records in the LEA that **do not** have a "Y" entry in Items 16-29, 31, 32 **and do** have an "administrator," "teacher," or "pupil services" assignment code entered in one or more of the following Item fields: 38, 47, 56, 65, 74, 83, 92, 101.	*No reference for this item.*	Refer to Appendix E in the PAIF Comparability Criteria and Process document for Teacher, Administrator, and Pupil Services assignment codes.
Info – 2f	# of African American staff	COUNT of "Y" entries in Item 31 for all PAIF T records in the LEA that **do not** have a "Y" entry in Items 16-30, 32 **and do** have an "administrator," "teacher," or "pupil services" assignment code entered in one or more of the following Item fields: 38, 47, 56, 65, 74, 83, 92, 101.	*No reference for this item.*	Refer to Appendix E in the PAIF Comparability Criteria and Process document for Teacher, Administrator, and Pupil Services assignment codes.
Info – 2g	# of White staff	COUNT of "Y" entries in Item 32 for all PAIF T records in the LEA that **do not** have a "Y" entry in Items 16-31 **and do** have an "administrator," "teacher," or "pupil services" assignment code entered in one or more of the following Item fields: 38, 47, 56, 65, 74, 83, 92, 101.	*No reference for this item.*	Refer to Appendix E in the PAIF Comparability Criteria and Process document for Teacher, Administrator, and Pupil Services assignment codes.

PAIF Ref. Number	Short Name	Calculation	CBEDS PAIF Form Reference	Notes
Info – 2h	# of staff with multiple/no response	COUNT of PAIF T records with *either* at least two "Y" entries in Items 16-32 *or* with **zero** "Y" entries in Items 16-32 for all PAIF T records in the LEA *with the following conditions:* (1) The record **must have** an "administrator," "teacher," or "pupil services" assignment code entered in one or more of the following Item fields: 38, 47, 56, 65, 74, 83, 92, 101; (2) **Do not count** records that **have at least two** "Y" entries in Items 17-24 *and* **do not** have a "Y" entry in Items 16, 25-32; (3) **Do not count** records that **have at least two** "Y" entries in Items 25-28 *and* **do not** have a "Y" entry in Items 16-24, 29-32.	*No reference for this item.*	Refer to Appendix E in the PAIF Comparability Criteria and Process document for Teacher, Administrator, and Pupil Services assignment codes.

PAIF Ref. Number	Short Name	Calculation	CBEDS PAIF Form Reference	Notes
Info – 3	Avg. age of staff	AVG of (101 minus (-) any numerical value in Item 12) for all PAIF T records in the LEA with an "administrator," "teacher," or "pupil services" assignment code entered in one or more of the following Item fields: 38, 47, 56, 65, 74, 83, 92, 101.	*No reference for this item.*	1) Refer to Appendix E in the PAIF Comparability Criteria and Process document for Teacher, Administrator, and Pupil Services assignment codes. 2) To calculate the average, take the sum of the relevant variable (in this item, "age" as computed between parentheses in the "calculation" column) ***and*** divide this sum by the total count of PAIF T records utilized in computing this sum. 3) The reasoning behind utilizing "102" to compute age is that "02" represents the current year (2002) and "100" is added to account for the new millennium, given that the CSIS and CBEDS data include only the last two digits of the staff member's birth year. 102 – [birth year] = age. (ex- 102 – 48 = 53 years old).

PAIF Ref. Number	Short Name	Calculation	CBEDS PAIF Form Reference	Notes
Info – 4a	# of staff with doctorate	COUNT of "1" entries in Item 13 for all PAIF T records in the LEA with an "administrator," "teacher," or "pupil services" assignment code entered in one or more of the following Item fields: 38, 47, 56, 65, 74, 83, 92, 101.	*No reference for this item.*	Refer to Appendix E in the PAIF Comparability Criteria and Process document for Teacher, Administrator, and Pupil Services assignment codes.
Info – 4b	# of staff with Master's +30	COUNT of "2" entries in Item 13 for all PAIF T records in the LEA with an "administrator," "teacher," or "pupil services" assignment code entered in one or more of the following Item fields: 38, 47, 56, 65, 74, 83, 92, 101.	*No reference for this item.*	Refer to Appendix E in the PAIF Comparability Criteria and Process document for Teacher, Administrator, and Pupil Services assignment codes.
Info – 4c	# of staff with Master's	COUNT of "3" entries in Item 13 for all PAIF T records in the LEA with an "administrator," "teacher," or "pupil services" assignment code entered in one or more of the following Item fields: 38, 47, 56, 65, 74, 83, 92, 101.	*No reference for this item.*	Refer to Appendix E in the PAIF Comparability Criteria and Process document for Teacher, Administrator, and Pupil Services assignment codes.
Info – 4d	# of staff with Bachelor's +30	COUNT of "4" entries in Item 13 for all PAIF T records in the LEA with an "administrator," "teacher," or "pupil services" assignment code entered in one or more of the following Item fields: 38, 47, 56, 65, 74, 83, 92, 101.	*No reference for this item.*	Refer to Appendix E in the PAIF Comparability Criteria and Process document for Teacher, Administrator, and Pupil Services assignment codes.

PAIF Ref. Number	Short Name	Calculation	CBEDS PAIF Form Reference	Notes
Info – 4e	# of staff with Bachelor's	COUNT of "5" entries in Item 13 for all PAIF T records in the LEA with an "administrator," "teacher," or "pupil services" assignment code entered in one or more of the following Item fields: 38, 47, 56, 65, 74, 83, 92, 101.	*No reference for this item.*	Refer to Appendix E in the PAIF Comparability Criteria and Process document for Teacher, Administrator, and Pupil Services assignment codes.
Info – 4f	# of staff with less than Bachelor's	COUNT of "6" entries in Item 13 for all PAIF T records in the LEA with an "administrator," "teacher," or "pupil services" assignment code entered in one or more of the following Item fields: 38, 47, 56, 65, 74, 83, 92, 101.	*No reference for this item.*	Refer to Appendix E in the PAIF Comparability Criteria and Process document for Teacher, Administrator, and Pupil Services assignment codes.
Info – 5a	Avg. yrs of educational service	AVG of all numerical values in Item 14 for all PAIF T records in the LEA with an "administrator," "teacher," or "pupil services" assignment code entered in one or more of the following Item fields: 38, 47, 56, 65, 74, 83, 92, 101.	*No reference for this item.*	1) Refer to Appendix E in the PAIF Comparability Criteria and Process document for Teacher, Administrator, and Pupil Services assignment codes. 2) To calculate the average, take the sum of the relevant variable (in this item, "total years teaching") *and* divide this sum by the total count of PAIF T records utilized in computing this sum.

PAIF Ref. Number	Short Name	Calculation	CBEDS PAIF Form Reference	Notes
Info – 5b	Avg. yrs in district	AVG of all numerical values in Item 15 for all PAIF T records in the LEA with an "administrator," "teacher," or "pupil services" assignment code entered in one or more of the following Item fields: 38, 47, 56, 65, 74, 83, 92, 101.	*No reference for this item.*	1) Refer to Appendix E in the PAIF Comparability Criteria and Process document for Teacher, Administrator, and Pupil Services assignment codes. 2) To calculate the average, take the sum of the relevant variable (in this item, "years teaching in district") **and** divide this sum by the total count of PAIF T records utilized in computing this sum.
Info – 6a	# of tenured staff	COUNT of "T" entries in Item 34 for all PAIF T records in the LEA with an "administrator," "teacher," or "pupil services" assignment code entered in one or more of the following Item fields: 38, 47, 56, 65, 74, 83, 92, 101.	*No reference for this item.*	Refer to Appendix E in the PAIF Comparability Criteria and Process document for Teacher, Administrator, and Pupil Services assignment codes.
Info – 6b	# of probationary staff	COUNT of "P" entries in Item 34 for all PAIF T records in the LEA with an "administrator," "teacher," or "pupil services" assignment code entered in one or more of the following Item fields: 38, 47, 56, 65, 74, 83, 92, 101.	*No reference for this item.*	Refer to Appendix E in the PAIF Comparability Criteria and Process document for Teacher, Administrator, and Pupil Services assignment codes.

PAIF Ref. Number	Short Name	Calculation	CBEDS PAIF Form Reference	Notes
Info – 6c	# of long term sub. or temp. staff	COUNT of "L" entries in Item 34 for all PAIF T records in the LEA with an "administrator," "teacher," or "pupil services" assignment code entered in one or more of the following Item fields: 38, 47, 56, 65, 74, 83, 92, 101.	*No reference for this item.*	Refer to Appendix E in the PAIF Comparability Criteria and Process document for Teacher, Administrator, and Pupil Services assignment codes.
Info – 6d	# of other staff	COUNT of "O" entries in Item 34 for all PAIF T records in the LEA with an "administrator," "teacher," or "pupil services" assignment code entered in one or more of the following Item fields: 38, 47, 56, 65, 74, 83, 92, 101.	*No reference for this item.*	Refer to Appendix E in the PAIF Comparability Criteria and Process document for Teacher, Administrator, and Pupil Services assignment codes.

6.1.2 PAIF Detail Report

The PAIF Detail report is comprised of the school level equivalent for all PAIF Test numbers in section 6.1.

6.2 Appendix B – PAIF Comparability-Related Reports (CPACT vs. CBEDS; timing, purpose)

LEAs participating in the CBEDS 2002 comparability submission cycle benefit from understanding as soon as possible how the CBEDS data they submit to CDE through the traditional submission method must compare to the data submitted through CSIS. The CDE-CSIS Data Integration Project (DIP) team and the CDE Educational Demographics Office have developed a plan to provide the LEAs informational comparability reports at two different points in the submission cycle. Both reports will have a similar "look and feel." However, because they are produced at different points during the comparability submission cycle, they will contain different information.

The first report will be available in the CBEDS data entry software (*CBEDS Comparability Preview Report*). LEA staff can run this report as soon as data have been entered or imported into the CBEDS software. This report displays the actual CBEDS values for each of the comparability test items for the selected CBEDS data collection as well as the "range" the CSIS data must fall within in order to meet comparability tolerances. This report will also display the actual CBEDS values for several "informational" items. These informational items reflect the district's CBEDS values for data fields that are not being assessed in the comparability test criteria but may be of interest to the LEA staff. LEA staff can print out the *CBEDS Comparability Preview Report* and use it to compare against the CSIS data as they prepare to make the fall 2002 CSIS submission.

The second report will be created and distributed by the CDE (*CDE-CSIS DIP Automated Comparability Processing – LEA Main Report*). The CDE-CSIS DIP team produces this report when validated data is received at CDE from CSIS. For each comparability test item, this report displays the actual CBEDS value, the actual CSIS value, the variance between the two, and the tolerance (accepted variance between the two values). If the test item did not fall within the accepted tolerance, the report will also display an outcome of "Fail" (failed to demonstrate comparability). Similar to the preview report, this report will also display the actual CBEDS and CSIS values on "informational" items. Finally, the *Automated Comparability Processing Report* will also produce a detail report that displays the CBEDS and CSIS values for each school for each comparability test item that fails to demonstrate comparability. This detail report will be provided to assist LEA staff research why the CBEDS and CSIS values are not comparable for a particular test item.

The *Automated Comparability Processing* and associated detail report will be generated and distributed whenever the LEA submits revised data through CSIS to CDE during the comparability submission cycle.

Additional information on these reports will be distributed to the FCMAT/CSIS team and the CSIS-participating LEAs prior to the start of the CBEDS 2002 comparability submission cycle.

6.2.1 *Sample* **CDE-CSIS DIP Automated Comparability Processing – LEA Main Report**

Report Run: 10/24/2002 – 2: 23:55 p.m.
CSIS Transmission date: 10/20/2002 – 12: 21:29
CSIS Data File Batch #: 00007
Page 1 of 4

CPACT Version: 10.00
CSIS Data Dictionary Version: 01.10
Comparability Criteria Version: 2.0.1
POC: C. Schell

CDE – CSIS DIP Automated Comparability Processing – LEA Main Report

Submission Cycle: Fall 2002	*Data Collection: CBEDS-PAIF*	*LEA: 59-64758 Sand Dunes*

Comparability Checks

Test #	Description	Allowed variance of CSIS value from CBEDS value	Allowed Range For CSIS Value	CBEDS Value	CSIS Value	Actual variance of CSIS value from CBEDS value N (%)	Pass/ Fail
PAIF.1	# of Certificated staff	+/- 5% or +/- 2 or +/- 5 and +/- 10%	95 – 105 98 – 102 95 – 105	100	94	-6 (-6.0%)	Fail
PAIF.2	# of Teachers	+/- 5% or +/- 2 or +/- 5 and +/- 10%	38 - 42 38 - 42 36 – 44	40	39	-1 (-2.5%)	Pass
PAIF.3	# of Administrators	+/- 5% or +/- 2 or +/- 5 and +/- 10%	38 – 42 38 – 42 36 – 44	40	39	-1 (-2.5%)	Pass
PAIF.4	# of Pupil services staff	+/- 5% or +/- 2 or +/- 5 and +/- 10%	38 – 42 38 - 42 36 – 44	40	39	-1 (-2.5%)	Pass
PAIF.5a	# of teachers with full credential	+/- 3% or +/- 1 or +/- 3 and +/- 5%	29 – 31 29 – 31 28 – 32	30	33	3 (10.0%)	Fail
PAIF.5b	# of teachers with univ. internship	+/- 3% or +/- 1 or +/- 3 and +/- 5%	97 – 103 99 – 101 97 – 103	100	103	3 (3.0%)	Pass

CDE – CSIS DIP Automated Comparability Processing – LEA Main Report

Informational Checks

Test #	Description	Allowed Variance of CSIS value from CBEDS value	Allowed Range For CSIS Value	CBEDS Value	CSIS Value	Actual variance of CSIS value from CBEDS value N (%)	Pass/ Fail
PAIF.In.1a	# Male certificated staff			20	22	2 (10.0%)	
PAIF.In.1b	# Female certificated staff			30	28	-2 (-6.7%)	
PAIF.In.2a	# American Indians/Alaska native staff			3	2	-1 (-33.3%)	
PAIF.In.2b	# Asian staff			2	4	2 (100.0%)	
PAIF.In.2c	# Pacific Islander staff			2	4	2 (100.0%)	
PAIF.In.2d	# Filipino staff			5	6	1 (20.0%)	
PAIF.In.2e	# Hispanic/Latino staff			6	3	-3 (-50.0%)	
PAIF.In.2f	# African American staff			4	5	1 (25.0%)	
PAIF.In.2g	# White staff			28	25	-3 (-10.7%)	
PAIF.In.2h	# staff with multiple/no response			28	25	-3 (-10.7%)	
PAIF.In.3	Average age of staff			28	27	-1 (-3.6%)	
PAIF.In.4a	# of staff with doctorate			2	2	0 (0.0%)	
PAIF.In.4b	# of staff with master's + 30			28	25	-3 (-10.7%)	
PAIF.In.4c	# of staff with master's			28	25	-3 (-10.7%)	
PAIF.In.4d	# of staff with bachelor's + 30			28	25	-3 (-10.7%)	
PAIF.In.4e	# of staff with bachelor's			28	25	-3 (-10.7%)	
PAIF.In.4f	# of staff with less than bachelor's			28	25	-3 (-10.7%)	
PAIF.In.5a	Average years of Education Service			28	25	-3 (-10.7%)	
PAIF.In.5b	Average years in district			28	25	-3 (-10.7%)	
PAIF.In.6a	# of tenured staff			28	25	-3 (-10.7%)	
PAIF.In.6b	# of probationary staff			28	25	-3 (-10.7%)	
PAIF.In.6c	# of long term sub or temp staff			28	25	-3 (-10.7%)	
PAIF.In.6d	# of other staff			28	25	-3 (-10.7%)	

6.2.2 *Sample* **CDE-CSIS DIP Automated Comparability Processing – Comparability Item Detail Report**

Report Run: 10/24/2002 – 2: 23:55 p.m.
CSIS Transmission date: 10/20/2002 – 12: 21:29
CSIS Data File Batch #: 00007
Page 1 of 5

CPACT Version: 10.00
CSIS Data Dictionary Version: 01.10
Comparability Criteria Version: 2.0.1
POC: C. Schell

CDE – CSIS DIP Automated Comparability Processing – Comparability Item Detail Report

Submission Cycle: Fall 2002	*Data Collection: CBEDS-PAIF*	*LEA: 59-64758 Sand Dunes*

Comparability Checks

Test #	Description	Allowed variance of CSIS value from CBEDS value	Allowed Range For CSIS Value	CBEDS Value	CSIS Value	Actual variance of CSIS value from CBEDS value N (%)	Pass/ Fail
PAIF 1	# of Certificated Staff	+/- 5% or +/- 2 or +/- 5 and +/- 10%	95 – 105 98 – 102 95 – 105	100	94	-6 (-6.0%)	Fail
-	6020077 Shifting Sands Elementary			20	20	0 (0%)	
-	6020085 Tidal Wave Elementary			10	8	-2 (-20%)	
-	6020093 Surfs Up Middle School			50	46	-4 (-8%)	
-	6020101 High Tide High School			20	20	0 (0%)	
PAIF 5a	# of Teachers with full credential	+/- 3% or +/- 1 or +/- 3 and +/- 5%	29 – 31 29 – 31 28 – 32	30	33	3 (10.0%)	Fail
-	6020077 Shifting Sands Elementary			8	8	0 (0%)	
-	6020085 Tidal Wave Elementary			6	8	2 (33.3%)	
-	6020093 Surfs Up Middle School			10	11	1 (10%)	
-	6020101 High Tide High School			6	6	0 (0%)	

6.2.3 *Sample* Comparability Results Report Coversheet

California Department of Education

CDE Process for Automated Comparability Testing (CPACT)
Report for California Basic Educational Data System (CBEDS) 2002

This summarizes the results of the CPACT and may also reflect application of CBEDS modifications as submitted by the Local Education Agency (LEA). Along with the detail, this summary is meant to provide the LEA:

- Assistance in identifying further data and/or system modifications that may be needed
- Information on comparability status

LEA	

CPACT Report Date	
CDIF Batch #	
SIF Batch #	
PAIF Batch #	
CBEDS Modifications Received Date	

Draft Accommodation Proposal Received Date	
Final Accommodation Proposal Received Date	

Outstanding Comparability Issues	
All Comparability Issues Resolved	

CBEDS modifications or the accommodation proposal have resolved the following test item failures:
- **Resolved**
- **Test**
- **Items or NA**

> *Items resolved by CBEDS mods or accommodation proposals will be bulleted here or NA on single bullet*

The Comparability Agreement will contain general language regarding the district's responsibility to submit complete and accurate data through California School Information Services (CSIS) in the future. If there is any unique language that will be added to this Comparability Agreement, it is listed below:
The district will take responsibility for:
1. **resolutions**
2. **listed**
3. here or NA for "Not Comparable" marked w/ "X"

> *Language from accommodation proposal or other to be added to the comparability agreement*

Other related information:

If you have questions regarding this comparability report or process, please contact the Data Management Office at (916) 324-6738.

6.3 Appendix C – Assignment Codes Mapped to Course Subject Areas

Derived from CDE data base.

English Classes
2100	Reading improvement/developmental reading
2101	Comprehensive English
2105	American literature
2106	English literature
2107	Ethnic literature
2108	World literature
2109	Other literature
2110	English as a second language
2111	Journalism
2112	Speech
2113	Composition
2114	Advanced composition
2115	Forensics
2116	Language structure/language arts
2117	Science fiction
2120	Reading (state funded Miller-Unruh spec)
2198	Other English course

Math Classes
2400	General math/basic math/vocational math
2401	Consumer math/senior math
2402	Remedial math/proficiency development
2403	Beginning algebra
2404	Intermediate algebra
2405	Plane geometry
2406	Solid geometry
2407	Trigonometry
2408	Intermediate algebra and trigonometry
2409	Solid geometry/trigonometry
2410	Probability/statistics
2411	Modern abstract algebra
2414	Analytic geometry/pre-calculus
2415	Calculus
2417	Adv algebra/adv geometry/symbolic logic
2418	Independent study in mathematics
2420	Math a
2421	Math b
2423	Accelerated math (any of grades 4-8)
2424	Pre-algebra
2425	Integrated mathematics I college prep
2426	Integrated mathematics II college prep
2427	Integrated mathematics III college prep
2428	Beginning Algebra Part 1 (1st of 2 year course)
2429	Beginning Algebra Part 2 (2nd of 2 year course)
2498	Other mathematics course

Science Classes
2600	Astronomy
2601	Aerospace education
2603	Biology

2604	Advanced biology
2605	Botany
2606	Zoology
2607	Chemistry
2608	Advanced chemistry
2609	Oceanography
2610	Physical science
2611	General science
2612	Environmental studies
2613	Physics
2614	Advanced physics
2615	Anatomy
2617	Conservation
2618	Earth science
2619	Energy education
2620	Geology
2621	Life science
2622	Meteorology
2623	Physiology
2624	Science projects
2625	Space science
2626	Coordinated/integrated science I
2627	Coordinated/integrated science II
2628	Coordinated/integrated science III
2629	Coordinated/integrated science IV
2633	Pacesetter science
2635	Conceptual chemistry
2636	Conceptual physics
2698	Other science course

Social Science Classes

2700	Anthropology
2701	Economics
2702	Physical geography
2703	American democracy/government/civics
2705	International studies
2706	Comparative political systems
2707	Current events
2708	California history
2709	United states history
2710	Ethnic studies
2711	World history: survey
2712	Other history, culture, geography: survey
2713	Philosophy
2714	Psychology
2715	Sociology
2719	Student government
2722	Career education
2724	World regional geography
2726	Comparative world religions
2728	World cultures
2730	Women's history
2732	Law-related education
2734	History-social science (any of grades k-8)
2748	Any humanities course
2798	Other social science course

Foreign Language Classes

2200	German (first and second year)
2201	German (advanced)
2202	Italian (first and second year)
2203	Italian (advanced)
2204	French (first and second year)
2205	French (advanced)
2206	Spanish (first and second year)
2207	Spanish (advanced)
2208	Russian (first and second year)
2209	Russian (advanced)
2210	Latin (first and second year)
2211	Latin (advanced)
2212	Korean (first and second year)
2213	Korean (advanced)
2214	Chinese (first and second year)
2215	Chinese (advanced)
2216	Japanese (first and second year)
2217	Japanese (advanced)
2218	Portuguese (first and second year)
2219	Portuguese (advanced)
2220	Vietnamese (first and second year)
2221	Vietnamese (advanced)
2223	Chinese for native speakers
2224	Korean for native speakers
2225	Spanish for native speakers
2226	Other language course for native speakers
2230	American Sign Language
2298	Other foreign language course

Advance Placement Classes

2170	Advanced placement English lang & composition
2171	Advanced placement English lit & composition
2172	Advanced placement international English lang
2270	Advanced placement French language
2271	Advanced placement French literature
2272	Advanced placement German language
2273	Advanced placement Latin-vergil
2274	Advanced placement Latin literature
2275	Advanced placement Spanish language
2276	Advanced placement Spanish literature
2370	Advanced placement music theory
2470	Advanced placement computer science A
2471	Advanced placement computer science AB
2480	Advanced placement calculus AB
2481	Advanced placement calculus BC
2483	Advanced placement statistics
2670	Advanced placement general biology
2671	Advanced placement general chemistry
2672	Advanced placement physics b
2673	Advanced placement physics c
2674	Advanced placement environmental science
2770	Advanced placement Macroeconomics
2771	Advanced placement Microeconomics
2772	Advanced placement Comp govt & politics
2773	Advanced placement U.S. govt & politics
2774	Advanced placement European history

2775	Advanced placement United States history
2776	Advanced placement Psychology
2777	Advanced placement Human Geography
2778	Advanced placement World History
2870	Advanced placement history of art
2871	Advanced placement studio art gen. portfolio
2872	Advanced placement studio art draw. portfolio

International Baccalaureate Classes

2160	Intl bacc language a1 (English)-literature
2260	Intl bacc language a (non-English)
2261	Intl bacc language b
2262	Intl bacc classical languages
2263	Intl bacc language a2
2264	Intl bacc ab initio
2360	Intl bacc music
2460	Intl bacc mathematical studies
2461	Intl bacc mathematical methods
2462	Intl bacc mathematics higher level
2463	Intl bacc advanced mathematics
2465	Intl bacc computer science
2466	Intl bacc information technology
2660	Intl bacc Biology
2661	Intl bacc Chemistry
2662	Intl bacc Physics
2664	Intl bacc Environmental systems
2666	Intl bacc Design technology
2760	Intl bacc Economics
2761	Intl bacc Geography
2762	Intl bacc History
2763	Intl bacc Psychology
2764	Intl bacc Philosophy
2765	Intl bacc Social anthropology
2766	Intl bacc Business organization
2767	Intl bacc History of the Islamic world
2768	Intl bacc Theory of knowledge
2860	Intl bacc art/design
2960	Intl bacc theater arts

Fine Arts Classes

2300	Band
2301	Jazz band
2302	Stage band
2303	Orchestra
2305	Chorus/choir
2306	Vocal jazz/jazz choir
2307	Music appreciation/history/literature
2308	Music theory
2309	Composition/songwriting
2310	Instrumental music lessons
2311	Recorder ensemble
2313	Swing/show choir
2314	Chamber/madrigal/vocal ensemble
2315	Classroom/general/exploratory music
2316	Voice class
2320	Electronic music
2321	Computers in music

2322	Musical theater
2352	Dance choreography and production
2353	Dance, movement and rhythmic activities
2354	Folk/ethnic dance
2355	Dance fundamentals
2356	Independent or advanced study
2357	Ballet, modern, jazz dance
2358	Other dance course
2398	Other music course
2800	Ceramics
2801	Design
2802	Crafts
2803	Art history
2804	Art appreciation
2805	Photography
2806	Drawing
2807	Painting
2808	Advertising design
2809	Cinematography
2810	Basic art
2811	Jewelry
2812	Sculpture
2813	Fashion design
2814	Fibers and textiles
2817	Printmaking
2818	Multicultural art/folk art
2819	Lettering/calligraphy
2820	Computer art/graphics
2821	Yearbook
2898	Other art course
2900	Theater/play production
2901	Drama/creative dramatics
2904	Theater workshop
2905	Technical theater/stagecraft
2906	Television production
2908	Media arts (individual or inclusive)
2910	History/appreciation of drama/theater arts
2998	Other drama/theater course

Health/PE Classes

2500	Physical education
2501	Dance, all phases
2502	Athletic practice, not extracurricular
2531	Drug/alcohol/smoking education
2532	Family life education
2533	Sexually transmitted disease education
2534	Nutrition
2535	Health education
2537	Life skills
2538	Other health education course
2598	Other physical education course

Self-Contained Classes

1001	Grade 1
1002	Grade 2
1003	Grade 3
1004	Grade 4

1005	Grade 5
1006	Grade 6
1007	Grade 7
1008	Grade 8
1009	Combination class (any of grades k-3)
1010	Combination class (any of grades 4-8)
1011	Other self-contained class (not single-subj)
1012	Combination class (including grades 3 & 4)
1015	Kindergarten or pre-first
2016	Continuation class
2017	Community day class

Other Classes

2450	Computer literacy
2451	Computer programming
2453	Computer science
2454	Computer lab
2455	Web Design
2458	Other computer education course
2505	Military science
2536	Peer counseling/conflict management
2545	Driver education
2546	Driver training
2548	Other safety education course
2602	Aviation education
3000	Special classes/centers
3001	Resource specialist
3002	Itinerant consulting teacher
3007	Other instructional staff
3103	Home or hospital instruction
3104	Adaptive physical education
3105	Driver training instruction (specialized)
3106	Vocational special education teacher
6004	Resource teacher
6001	Skills center specialist/study skills
6003	Full-time teaching principal or superintendent
6005	Independent study teacher
6007	Alternative/opportunity education teacher
6013	Home or hospital teaching
6014	Day to Day substitute (permanent employee)
6023	AVID
6098	Other teaching assignment

6.4 Appendix D – Assignment Codes Mapped to Certificated Staff Type (Teacher, Administrator, and Pupil Services)

Derived from CDE data base.

Teachers

1001	Grade 1
1002	Grade 2
1003	Grade 3
1004	Grade 4
1005	Grade 5
1006	Grade 6
1007	Grade 7
1008	Grade 8
1009	Combination class (any of grades k-3)
1010	Combination class (any of grades 4-8)
1011	Other self-contained class (not single-subj)
1012	Combination class (including grades 3 & 4)
1015	Kindergarten or pre-first
2016	Continuation class
2017	Community day class
2100	Reading improvement/developmental reading
2101	Comprehensive English
2105	American literature
2106	English literature
2107	Ethnic literature
2108	World literature
2109	Other literature
2110	English as a second language
2111	Journalism
2112	Speech
2113	Composition
2114	Advanced composition
2115	Forensics
2116	Language structure/language arts
2117	Science fiction
2120	Reading (state funded miller-unruh spec)
2160	Intl bacc language a1 (english)-literature
2170	Advanced placement english lang & composition
2171	Advanced placement english lit & composition
2172	Advanced placement international english lang
2180	Reading Improvement (Support Teaching Assign.)
2198	Other english course
2200	German (first and second year)
2201	German (advanced)
2202	Italian (first and second year)
2203	Italian (advanced)
2204	French (first and second year)
2205	French (advanced)
2206	Spanish (first and second year)
2207	Spanish (advanced)
2208	Russian (first and second year)
2209	Russian (advanced)
2210	Latin (first and second year)
2211	Latin (advanced)

2212	Korean (first and second year)
2213	Korean (advanced)
2214	Chinese (first and second year)
2215	Chinese (advanced)
2216	Japanese (first and second year)
2217	Japanese (advanced)
2218	Portuguese (first and second year)
2219	Portuguese (advanced)
2220	Vietnamese (first and second year)
2221	Vietnamese (advanced)
2223	Chinese for native speakers
2224	Korean for native speakers
2225	Spanish for native speakers
2226	Other language course for native speakers
2230	American sign language
2260	Intl bacc language a (non-english)
2261	Intl bacc language b
2262	Intl bacc classical languages
2263	Intl bacc language a2
2264	Intl bacc ab initio
2270	Advanced placement french language
2271	Advanced placement french literature
2272	Advanced placement german language
2273	Advanced placement latin-vergil
2274	Advanced placement latin literature
2275	Advanced placement spanish language
2276	Advanced placement spanish literature
2280	Foreign Language (support teaching assignment)
2298	Other foreign language course
2300	Band
2301	Jazz band
2302	Stage band
2303	Orchestra
2305	Chorus/choir
2306	Vocal jazz/jazz choir
2307	Music appreciation/history/literature
2308	Music theory
2309	Composition/songwriting
2310	Instrumental music lessons
2311	Recorder ensemble
2313	Swing/show choir
2314	Chamber/madrigal/vocal ensemble
2315	Classroom/general/exploratory music
2316	Voice class
2320	Electronic music
2321	Computers in music
2322	Musical theater
2352	Dance choreography and production
2353	Dance, movement and rhythmic activities
2354	Folk/ethnic dance
2355	Dance fundamentals
2356	Independent or advanced study
2357	Ballet, modern, jazz dance
2358	Other dance course
2360	Intl bacc music
2370	Advanced placement music theory
2380	Music (Support Teaching Assignment)
2398	Other music course

2400	General math/basic math/vocational math
2401	Consumer math/senior math
2402	Remedial math/proficiency development
2403	Beginning algebra
2404	Intermediate algebra
2405	Plane geometry
2406	Solid geometry
2407	Trigonometry
2408	Intermediate algebra and trigonometry
2409	Solid geometry/trigonometry
2410	Probability/statistics
2411	Modern abstract algebra
2414	Analytic geometry/pre-calculus
2415	Calculus
2417	Adv algebra/adv geometry/symbolic logic
2418	Independent study in mathematics
2420	Math a
2421	Math b
2423	Accelerated math (any of grades 4-8)
2424	Pre-algebra
2425	Integrated mathematics I college prep
2426	Integrated mathematics II college prep
2427	Integrated mathematics III college prep
2428	Beginning Algebra Part 1 (1st of 2 year course)
2429	Beginning Algebra Part 2 (2nd of 2 year course)
2450	Computer literacy
2451	Computer programming
2453	Computer science
2454	Computer lab
2455	Web Design
2458	Other computer education course
2460	Intl bacc mathematical studies
2461	Intl bacc mathematical methods
2462	Intl bacc mathematics higher level
2463	Intl bacc advanced mathematics
2465	Intl bacc computer science
2466	Intl bacc information technology
2470	Advanced placement computer science A
2471	Advanced placement computer science AB
2480	Advanced placement calculus AB
2481	Advanced placement calculus BC
2483	Advanced placement statistics
2488	Mathematics (Support Teaching Assignment)
2489	Computer Education (Support Teaching Assign.)
2498	Other mathematics course
2500	Physical education
2501	Dance, all phases
2502	Athletic practice, not extracurricular
2505	Military science
2531	Drug/alcohol/smoking education
2532	Family life education
2533	Sexually transmitted disease education
2534	Nutrition
2535	Health education
2536	Peer counseling/conflict management
2537	Life skills
2538	Other health education course
2545	Driver education

2546	Driver training
2548	Other safety education course
2580	Physical Education (Support Teaching Assign.)
2598	Other physical education course
2600	Astronomy
2601	Aerospace education
2602	Aviation education
2603	Biology
2604	Advanced biology
2605	Botany
2606	Zoology
2607	Chemistry
2608	Advanced chemistry
2609	Oceanography
2610	Physical science
2611	General science
2612	Environmental studies
2613	Physics
2614	Advanced physics
2615	Anatomy
2617	Conservation
2618	Earth science
2619	Energy education
2620	Geology
2621	Life science
2622	Meteorology
2623	Physiology
2624	Science projects
2625	Space science
2626	Coordinated/integrated science I
2627	Coordinated/integrated science II
2628	Coordinated/integrated science III
2629	Coordinated/integrated science IV
2633	Pacesetter science
2635	Conceptual chemistry
2636	Conceptual physics
2660	Intl bacc Biology
2661	Intl bacc Chemistry
2662	Intl bacc Physics
2664	Intl bacc Environmental systems
2666	Intl bacc Design technology
2670	Advanced placement general biology
2671	Advanced placement general chemistry
2672	Advanced placement physics b
2673	Advanced placement physics c
2674	Advanced placement environmental science
2680	Science (Support Teaching Assignment)
2698	Other science course
2700	Anthropology
2701	Economics
2702	Physical geography
2703	American democracy/government/civics
2705	International studies
2706	Comparative political systems
2707	Current events
2708	California history
2709	United states history
2710	Ethnic studies

2711	World history: survey
2712	Other history, culture, geography: survey
2713	Philosophy
2714	Psychology
2715	Sociology
2719	Student government
2722	Career education
2724	World regional geography
2726	Comparative world religions
2728	World cultures
2730	Women's history
2732	Law-related education
2734	History-social science (any of grades k-8)
2748	Any humanities course
2760	Intl bacc Economics
2761	Intl bacc Geography
2762	Intl bacc History
2763	Intl bacc Psychology
2764	Intl bacc Philosophy
2765	Intl bacc Social anthropology
2766	Intl bacc Business organization
2767	Intl bacc History of the islamic world
2768	Intl bacc Theory of knowledge
2770	Advanced placement Macroeconomics
2771	Advanced placement Microeconomics
2772	Advanced placement Comp govt & politics
2773	Advanced placement U.S. govt & politics
2774	Advanced placement European history
2775	Advanced placement United States history
2776	Advanced placement Psychology
2777	AP Human Geography
2778	AP World History
2798	Other social science course
2800	Ceramics
2801	Design
2802	Crafts
2803	Art history
2804	Art appreciation
2805	Photography
2806	Drawing
2807	Painting
2808	Advertising design
2809	Cinematography
2810	Basic art
2811	Jewelry
2812	Sculpture
2813	Fashion design
2814	Fibers and textiles
2817	Printmaking
2818	Multicultural art/folk art
2819	Lettering/calligraphy
2820	Computer art/graphics
2821	Yearbook
2860	Intl bacc art/design
2870	Advanced placement history of art
2871	Advanced placement studio art gen. Portfolio
2872	Advanced placement studio art draw. Portfolio
2880	Art (Support Teaching Assignment)

2898	Other art course
2900	Theater/play production
2901	Drama/creative dramatics
2904	Theater workshop
2905	Technical theater/stagecraft
2906	Television production
2908	Media arts (individual or inclusive)
2910	History/appreciation of drama/theater arts
2960	Intl bacc theater arts
2998	Other drama/theater course
3000	Special classes/centers
3001	Resource specialist
3002	Itinerant consulting teacher
3004	Resource specialist (non-teaching assignment)
3007	Other instructional staff
3103	Home or hospital instruction
3104	Adaptive physical education
3105	Driver training instruction (specialized)
3106	Vocational special education teacher
4010	Crop and soil science
4020	Animal science
4030	Mechanics and engineering technology
4040	Business management and marketing
4050	Horticulture and the environment
4060	Forestry/natural resources/rural recreation
4070	Basic agriculture (first year)
4080	Basic agriculture (second year)
4098	Other agriculture course
4100	Advertising services
4101	Apparel and accessories
4102	Automotive and parts
4103	Financial services
4104	Floristry
4105	Food marketing
4106	Restaurant marketing
4107	General merchandise retailing
4108	Hardware/building materials
4109	Home furnishings
4110	Hotel and lodging
4111	Industrial marketing
4112	Insurance
4113	International trade
4116	Real estate
4117	Recreation and travel
4118	Transportation
4119	Customer service representative
4121	Small business ownership and management
4122	Marketing fundamentals
4198	Other marketing course
4224	Exploring health care (exploratory core)
4225	Introduction to health care (intro core)
4226	Preparing to work in health care level I
4227	Preparing to work in health care level II
4234	Dental services
4235	Dental services continuing education
4242	Medical office services
4243	Medical offices services continuing education
4255	Support services

4256	Support services continuing education
4260	Therapeutic services
4262	Therapeutic services continuing education
4265	Diagnostic services
4266	Diagnostic services continuing education
4267	Preventive services
4268	Preventive services continuing education
4276	Health care information services
4277	Health care information services continuing
4280	Nursing services
4288	Biotechnology services
4289	Biotechnology services continuing education
4294	Nursing services continuing education
4298	Other health careers course
4310	Exploratory home economics (any of gr 6-8)
4311	Consumer economics comprehensive core I
4312	Consumer economics comprehensive core II
4321	Child development and guidance
4322	Articulated child development and guidance
4331	Clothing and textiles
4332	Articulated apparel construction
4341	Consumer education
4351	Family living and parenting education
4361	Food and nutrition
4362	Articulated nutritional science
4363	Articulated principles of food preparation
4371	Resource management
4381	Housing and furnishings
4391	Individual and family health
4396	Other articulated course consumer home econ
4398	Other consumer home economics course
4400	Child care and development
4401	Teaching careers
4410	Fashion merchandising
4411	Fashion and textile design
4412	Apparel manufacturing, production and maint
4420	Food and hospitality services
4421	Food and beverage production and preparation
4430	Interior design, furnishings, and maintenance
4441	Hospitality, tourism, and recreation
4442	Lodging services
4443	Travel related services
4444	Theme parks, attractions, and events
4451	Family and human services
4452	Elder care/intergenerational services
4461	Consumer, personal and financial services
4471	Food science, dietetics and nutrition
4472	Food science and technology
4498	Other home economics related course
4600	Accounting/computer accounting
4601	Computer operations/computer science
4608	Secretarial
4609	Administrative support
4610	Keyboarding (typing)
4613	General office occupations
4614	Word processing occupations
4615	Information processing
4618	Telecommunications

4620	Medical office occupations
4621	Legal office occupations
4623	Business technology
4630	Business economics
4633	Information systems management
4637	Business management
4650	Business career exploration (any of gr 6-9)
4698	Other office/computer course
4900	Work experience education
5501	Introduction to construction
5502	Residential and commercial construction
5503	Apartment and home repair/remodeling
5504	Boat building
5505	Brick, block and stonemasonry
5506	Building, mechanical
5507	Carpentry
5508	Concrete placing and finishing
5509	Construction equipment operation
5510	Cooling and refrigeration
5511	Drywall installation
5512	Electrician
5513	Floor covering installation
5514	Furniture making
5515	Glazing
5516	Heating and air conditioning
5517	Insulation installation
5518	Lineworker
5519	Locksmithing
5520	Millwork and cabinetmaking
5521	Painting and decorating
5522	Pipefitting and steamfitting
5523	Plastering
5524	Plumbing
5525	Roofing
5527	Stage technology
5528	Structural and reinforcement metalwork
5529	Tile setting
5530	Upholstering
5531	Woodworking
5549	Other construction technology course
5551	Introduction to electronics technology
5553	Avionics
5554	Biomedical equipment technology
5555	Business machine repair
5556	Communications electronics
5557	Computer electronics
5558	Computer service technology
5559	Electromechanical
5560	Electronic consumer products service
5561	Electronics technology
5562	Hybrid microelectronics
5563	Industrial electronics
5564	Instrument repair
5565	Instrumentation technology
5566	Major appliance repair
5567	Motor repair
5568	Small appliance repair
5570	Electronics assembly occupations

5598	Other electronics technology course
5601	Manufacturing/materials processing
5603	Computer numerical control
5604	Foundry
5605	Industrial ceramics manufacturing
5606	Jewelry design, fabrication, and repair
5607	Machine tool operation/machine shop
5608	Metal fabrication
5609	Metallurgy
5610	Optical goods
5611	Plastic/composites
5612	Robotics
5613	Sheet metal
5614	Tool and die making
5616	Welding: combination
5617	Welding: electric
5618	Welding: gas
5620	Welding: specialized program
5649	Other manufacturing technology course
5651	Intro. to power, energy and transportation
5652	Automotives
5653	Aircraft mechanics, combination
5654	Automotive body repair and refinishing
5655	Automotive mechanics, combination
5657	Diesel equipment mechanics
5658	Heavy equipment maintenance and repair
5659	Marine powerplant maintenance
5660	Motorcycle repair
5661	Small engine repair
5662	Truck and bus driving
5664	Automotive body repair
5666	Automotive painting and refinishing
5670	Automatic transmission/transaxle
5671	Manual drive train and axles
5672	Transmission/drive trains, combination
5674	Brakes
5675	Suspension and steering
5676	Brakes/suspension and steering, combination
5678	Engine performance (incl emission control)
5679	Electrical systems
5680	Engine performance/electrical systems, comb
5682	Engine repair
5684	Engine performance/engine repair, combination
5686	Heating and air conditioning
5688	Automotive specialty, other combinations
5698	Other power, energy & transportation course
5701	Drafting occupations
5703	Architectural drafting
5704	Civil/structural drafting
5705	Computer-aided drafting/design
5706	Electrical/electronic drafting
5707	Technical drafting
5708	Piping drafting
5709	Technical illustration
5710	Blueprint reading
5749	Other visual communications/drafting course
5751	Graphic communications
5753	Bookbinding

5754	Commercial art
5755	Commercial photography
5756	Composition, make-up, and typesetting
5757	Desktop publishing
5758	Photoengraving
5759	Photography, lithography, and plate making
5760	Photographic laboratory and darkroom
5761	Printing press operations
5762	Silk screen making and printing
5770	Broadcasting technology
5798	Other visual communications, graphics course
5811	Barbering
5812	Cosmetology
5814	Manicuring and pedicuring
5819	Other personal services course
5831	Fire control and safety
5833	Firefighting
5839	Other fire technology course
5842	Corrections
5847	Law enforcement
5849	Security services
5859	Other law enforcement/security svcs course
5861	Custodial services
5862	Fabric maintenance services
5864	Textile production and fabrication
5865	Pool and spa service
5866	Bicycle repair
5869	Other diversified occupations course
5940	Exploring technology (general indus. arts)
5945	Communications technology (drafting, elec.)
5950	Construction technology (wood shop)
5955	Manufacturing technology (metal shop)
5960	Power, energy, & transportation (auto shop)
5970	Technology core, level 1
5972	Technology core, level 2
5975	Principles of technology
5980	Applied communications
5985	Applied mathematics
6001	Skills center specialist/study skills
6002	Homeroom, study hall, other assigned duties
6003	Full-time teaching principal or superintendent
6004	Resource specialist, ECIA Title 1
6005	Independent study teacher
6007	Alternative/opportunity education teacher
6010	Mentor teacher (release time)
6011	Peer Assistance Review
6013	Home or hospital teaching
6014	Permanent substitute teacher
6017	Resource teacher (not instructing students)
6019	BTSA
6023	AVID
6080	Resource Teacher (Support Teaching Assignment)
6098	Other teaching assignment

Pupil Services

0200	Counselor (elementary)

0201   Counselor (secondary)
0202   Psychologist
0203   Psychometrist
0204   Librarian/library media teacher
0205   Social worker
0206   Nurse
0208   Resource specialist.
0209   Other medical professional
0211   Special ed speech pathology/therapy
0212   Special ed audiology
0213   Special ed physical therapy
0214   Special ed vision therapy
0215   Special ed guidance counselor
0216   Special ed psychologist
0217   Special ed parent counseling/training
0218   Special ed nurse
0219   Special ed social worker
0220   Special ed recreation therapy
0221   Special ed diagnostic staff
0222   Special ed work study coordinator
0223   Special ed occupational therapist
0224   Special ed program specialist
0225   Special ed mobility instruction
0228   Special ed other non-instructional staff
0400   Counselor
0401   Psychologist
0402   Librarian/library media teacher
0403   Social worker
0404   School nurse
0407   Other student support services
0408   Counselor (continuation education)
0409   Other medical professional

Administrators

0100   Superintendent
0102   Deputy or associate superintendent (general)
0103   Administrative assistant (general)
0104   Admin finance/business
0105   Admin instructional/curriculum services
0106   Admin public relations/information
0107   Admin staff personnel services
0108   Admin pupil personnel services
0109   Admin program evaluation/research
0110   Admin staff development
0111   Admin food services
0112   Admin data processing
0113   Admin transportation
0114   Admin welfare and attendance
0115   Admin health/medical svcs (not school nurse)
0116   Admin other central office service
0117   Asst administrator/consultant
0118   Admin school improvement
0119   Admin bilingual education
0120   Admin vocational education
0121   Admin homemaking education
0122   Admin compensatory education

0124	Admin special education
0125	Admin federal/state-funded programs (general)
0126	Admin other program
0128	Admin elementary
0129	Admin reading/language arts
0130	Admin foreign languages
0131	Admin mathematics
0132	Admin science
0133	Admin social sciences
0134	Admin art/music
0135	Admin health
0136	Admin athletics
0137	Admin other subject area
0138	Asst admin/consultant program/subject area
0139	Admin library/media services
0140	Admin media services
0141	Admin driver training
0142	Admin environmental education
0143	Admin instructional television
0144	Admin continuation education
0145	Admin year-round schools
0146	Admin summer schools
0147	Admin alternative education
0148	Admin independent study
0149	Admin physical education
0150	Admin proficiency/competency
0151	Admin region/area
0152	Admin integration/desegregation
0153	Admin government relations/legal services
0154	Admin work experience education
0155	Admin secondary
0156	Admin union representative
0157	Admin gifted and talented
0158	Admin technology coordinator
0159	Admin activities director
0171	Community day
0199	Admin advanced placement
0300	Superintendent/principal
0301	Principal
0302	Vice principal or assoc/asst administrator
0303	Admin instructional/curriculum services
0304	Admin pupil personnel services
0305	Admin food services
0306	Admin library/media services
0307	Admin other school-level services
0308	Admin bilingual education
0309	Admin vocational education
0311	Admin special education
0312	Admin federal/state-funded programs
0314	Admin elementary
0315	Admin secondary
0316	Admin athletics
0317	Admin other program
0318	Admin continuation education
0319	Admin alternative education
0320	Admin independent study
0321	Admin work experience education
0322	Admin proficiency/competency

0323	Admin gifted and talented
0324	Admin union representative
0325	Admin activities director
0330	Community Day
0501	Non-certificated superintendent/deputy supt
2199	Department chair
2299	Department chair
2359	Department chair
2399	Department chair
2459	Department chair
2499	Department chair
2539	Department chair
2549	Department chair
2599	Department chair
2699	Department chair
2749	Department chair
2799	Department chair
2897	Department chair fine and performing arts
2899	Department chair
2999	Department chair
3009	Department chair
4009	Department chair
4199	Department chair
4299	Department chair
4399	Department chair
4499	Department chair
4699	Department chair
5999	Department chair, industrial & technology ed
6099	Department chair (any comb of subject areas)

6.5 Appendix E – Suggested Checklist for use by LEA CSIS and CBEDS Coordinators

LEA Comparability Checklist for CSIS/CBEDS Coordinators
Fall 2002 Parallel Submission for CBEDS

The items on this checklist are based on the most common data discrepancies as experienced by LEAs during comparability for the Fall 2001 Parallel Submission Cycle. This checklist is very general and is by no means comprehensive. LEA CBEDS coordinators and LEA CSIS coordinators should use it together, in order to reconcile and/or validate counts to yield more comparable data. Student Information Systems vendor specifications will further determine the extent by which any of these guidelines might be needed.

Checks to avoid some common CDIF discrepancies:
- Classified staff is only to be counted once. If classified employees have already been counted at a school site and accounted for on a SIF, do not include them at the district office. All staff counts are unduplicated counts.
- GATE count is of students identified as eligible for GATE, not necessarily participating in a GATE program
- Service Learning and Community Service refer to local board policies regarding these programs, not programs in place.
- For "Other Classified Staff", job class code =24 and serve at more than one school report at district level not school.
- For any other classified or certificated staff with more than one assignment report at "primary" assignment site, CDS#
- Gate students must have an "Eligibility" date
- Adult Ed staff info is for the previous school year.

Checks to avoid some common SIF discrepancies:
- Every charter school that received it's charter from the district is considered a CSIS participant unless the district has a letter on file with CDE and CSIS designating the charter school as a CSIS non-participant
- Reconcile aggregate counts for student ethnicity and check for proper use of coding and mapping for multiple ethnicities (multiple ethnicities are populated separately for CSIS)
- ROC/P classes are not to be coded as Voc. Ed. These data are used to meet federal reporting requirements for Voc.Ed. which do not include ROC/P.
- High school graduates need a graduation date or a withdrawal date to be counted
- Students attending a "Continuation" school need a "special program" type code to be counted in Section G
- Enrollment in Selected courses can use "pre-enroll" schedule records

Checks to avoid some common PAIF discrepancies:
- Reconcile teacher credential reporting with credentials on file in HR system
- Check course coding to ensure match with course descriptions. This can be easily overlooked with Advanced Placement (AP) classes in the schedule
- Reconcile PAIF forms with the master schedule
- Distinguish self-contained assignments from more than one subject taught by the same teacher or core humanities classes
- Check Resource Teacher PAIFs to ensure students they might report are actually scheduled with them. Similar checks should be made for all credentialed support personnel. Support teachers who do not have students scheduled with them in the master schedule should use non-teaching assignment codes.

Comparison check can be made by visiting the CBEDS Pre-certification Review website:
- http://data1.cde.ca.gov/dataquest/coord_login.asp